



# Technical College System of Georgia

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## Top 10 (or so) HR Questions

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Academic Affairs Administrators

You have an employee that needs to take two weeks off for a minor surgery and he has sufficient sick leave. Does he need to request and use Family Medical Leave?

- A. Maybe, it depends on the leave balance.
- B. Yes, it has to be administered consistently.
- C. No, it is at the employee's discretion.
- D. No, it is at the employer's discretion.

An employee has exhausted her twelve weeks of family leave, but she still needs three additional weeks off. Productivity in the work unit is down considerably due to the absence. What steps should you take?

- A. Approve the absence with pay, after considering how to minimize the impact a longer period of absence will have on the operation of the unit.
- B. Approve three additional weeks of leave without pay.
- C. Terminate the employee and hire a replacement.
- D. Discuss whether there are alternatives to an additional period of absence.

You realize that your administrative assistant has not submitted timesheets for six months. What law have you potentially violated?

A. IRS Guidelines

B. State Personnel Board Rules

C. Fair Labor Standards Act

D. Affordable Care Act

You have a FWS student that consistently comes to work late. The last time this happened with a different employee, you gave the employee a Reminder 1. Is this appropriate in this instance?

A. Yes

B. No

Your temporary project assistant has been working 29 hours/week for the past 8 months. You've realized the project will take another two months to complete. You decide to keep her another two months. What regulations come into play here?

- A. Affordable Care Act
- B. Fair Labor Standards Act
- C. State Personnel Board Rules
- D. Teachers Retirement System

A current college employee has just accepted a job, and a new role, working in your unit. How long can you wait before you establish her performance expectations?

A. One day

B. 30 days

C. 45 days

D. Her performance expectations are established in her job performance.

After a grueling six-month search for a Dean, General Education, you have a candidate that has aced the interview. What is the critical next step?

A. Reference checks

B. Background checks

C. Salary requirements

D. Psychological profile

An instructor has continual complaints from students and co-workers alike, generally, they find her abrasive and unwelcoming. You have discussed this with her once. What is your next step?

A. Launch an investigation.

B. Place her on DML (Positive Discipline).

C. Contact HR to discuss additional training opportunities.

D. Schedule a meeting to discuss the impact on students.

You receive a call from an individual indicating that her friend, one of your instructors, has a substance abuse problem and was recently hospitalized as a result. This instructor is responsible for transporting students occasionally. What are your next steps?

- A. Request a mandatory referral to the employee assistance program.
- B. Ensure the instructor does not drive a state vehicle.
- C. Inform the employee of the information you've received, offer assistance as appropriate.
- D. Place the employee on DML.

You are screening candidates for a position that must maintain relationships with clinical sites and you want to ensure they will be a good representative for the college. What is the best way to do this?

A. Google them.

B. Ask them to log into their social media platforms while you watch.

C. Look at their Facebook and Instagram profile.

D. None of these.

# Other Questions???

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